



<b>Job title:</b>	Academic Advisor, Undergraduate Studies
<b>Administrative unit:</b>	Office of Admissions, Registrar and Student Services (OARSS)
<b>Immediate supervisor:</b>	Assistant Registrar
<b>Work Schedule:</b>	35 hours per week - permanent position
<b>Start Date:</b>	June 2017
<b>Salary Scale:</b>	\$51,816 - \$60,961

Saint Paul University (1848) is the college founder of the University of Ottawa, with which it maintained a federation relationship since 1965. Bilingual and human scale, it has nearly 1,000 students; it offers social communication programs, counseling and psychotherapy, canon law, public ethics, conflict studies, philosophy, theology and human relations. Saint Paul University offers an environment conducive to professional growth and competitive benefits.

## Summary

Under the supervision of the Assistant Registrar (Office of Admissions, Registrar and Student Services – OARSS), the Academic Advisor, Undergraduate Studies is responsible for the following procedures: 1) Managing the registration process; 2) Managing registration records, academic records, and evaluations of student standing; 3) Monitoring undergraduate enrolment quotas; 4) Preparing student lists for convocation ceremonies; 5) Evaluating and preparing background material for student exchange programs (national and international).

The incumbent also advises and assists students in selecting their study program and courses, and informs them about the policies and services available at Saint Paul University (SPU) to support their transition to the university environment, their educational progress and their academic success. As part of the services promoting student engagement and retention, the incumbent identifies at-risk students and provides follow-up by advising them appropriately and referring them to the University's academic success services.

The Academic Advisor, Undergraduate Studies participates in orientation, promotion and recruitment activities. In the absence of the Academic Advisor, Graduate Studies, he/she ensures the continuity of services to students.

## Primary responsibilities

### SCHOOL MANAGEMENT: PRIORITY

- Manages the undergraduate registration and course selection process. Coaches students on making registration choices that meet their degree requirements while also fitting with their interests.
- In consultation with faculty members, negotiates the number of places to be reserved at the University of Ottawa (UO), and ensures compliance with course enrolment quotas according to the requirements of the various programs and faculties; recommends course cancellations or additions to program coordinators if and as required.
- Creates and maintains all student academic records (record of course selection, exemptions, equivalencies, grades, etc.).
- At the end of each term, reviews the academic standing of undergraduate students and makes appropriate recommendations on a case-by-case basis—i.e., promotion, probation, or mandatory withdrawal, in accordance with SPU academic regulations. Provides support to students by informing them about academic regulations and requirements, and recommending campus services that can help them make informed decisions and achieve academic success.

- In preparation for spring and fall convocation, reviews and evaluates the academic records of all degree candidates; determines their eligibility for diplomas, citations and honours; prepares, verifies and submits the list of graduates to SPU approval bodies.
- Authorizes letters of permission for courses taken at other educational institutions and through national and international exchange programs; maintains and updates the database of equivalencies.
- Working with the Admissions Officers, reviews internal applications for undergraduate course and program changes: reviews and approves equivalencies, exemptions and credit transfers for course and program changes.

#### SCHOOL MANAGEMENT: GENERAL ISSUES

- Acts as the University's resource and contact person regarding the content, interpretation and application of regulations, rules and procedures governing undergraduate studies. Analyzes the practical implications of changes to regulations, procedures and/or programs, and makes appropriate recommendations for changes to the content, interpretation and application of regulations, established procedures, and/or program management.

#### ACADEMIC COUNSELLING, SCREENING AND MONITORING OF STUDENTS' ACADEMIC PROGRESS

- Advises, guides and informs students about the various study programs and combinations available (majors and minors), course selection, academic regulations, scholarship program, admission criteria, student services, and all other aspects of their academic experience; builds comfortable relationships with students in order to support their academic engagement and success.
- Advises and informs students completing their undergraduate studies about the graduate study options available to them.
- Reviews students' academic records in order to identify at-risk students; meets with them and provides information about and referrals to appropriate support services. Refers students experiencing difficulties of a non-academic nature to the appropriate support services.
- Meets with new students to provide information about the academic experience and the various services and resources available to them.

#### OTHER

- In order to ensure the continuity of services to students if and when the Academic Advisor, Graduate Studies is absent, the incumbent maintains a working knowledge of SPU's graduate and postdoctoral study programs and academic regulations, and makes appropriate referrals in cases requiring immediate attention.
- Maintains in-depth knowledge of SPU's undergraduate study programs and academic regulations, and a working knowledge of undergraduate courses in the humanities (human and social sciences) offered by the University of Ottawa.
- Writes, in both official languages, all correspondence required by his/her responsibilities.
- Participates in promotional activities.
- Participates in the improvement of the uoCampus system through testing and validation.

#### **Education, Experience and Skills**

- University degree.
- In-depth knowledge of the post-secondary education system, academic regulations and university services, acquired through post-secondary education or equivalent experience.
- Experience in analyzing academic records and interpreting and applying regulations, practices, policies and procedures.
- Experience in customer service in an academic support setting.
- Strong communication skills (including public speaking), interpersonal skills and problem-solving skills.
- Ability to work under pressure and meet tight deadlines.
- Ability to work as part of a team.
- Experience with a multicultural clientele.
- Bilingualism (spoken and written).
- Experience in computer systems and software.

We thank all applicants for their interest in this position. We will be contacting only those candidates who have been chosen for the next step of the selection process.

*We are committed to ensure employment equity and we encourage the participation of all Canadians. If your application is successful and you think you need accommodation during the selection process, please notify us. Your personal information is protected under the provisions of the Privacy Act.*